



**State of West Virginia
Department of Revenue
Alcohol Beverage Control Administration
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302**

**INSTRUCTIONS FOR COMPLETING LICENSE APPLICATION PACKET
SPECIAL EVENTS, FAIRS AND FESTIVALS**

PLEASE READ ALL INSTRUCTIONS CAREFULLY. ALL QUESTIONS ARE TO BE ANSWERED IN FULL. APPLICANT'S ACCURACY AND THOROUGHNESS IN COMPLETING THE APPLICATION FORM WILL ASSIST THIS OFFICE IN PROCESSING THE APPLICATION AND PREVENT UNNECESSARY DELAYS.

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO THE DATE OF THE EVENT

APPLICANTS MUST TYPE OR PRINT (IN INK) ALL ANSWERS ON ALL FORMS

Please find enclosed:

1. Application for Special Events Fair and Festival License (ABCA-192SF&F)
2. Release of Information & Waiver of Confidentiality of Records (ABCA-Lic.RIWCR.2)
3. Nonintoxicating Beer Bond (ABCA-194)
4. Floor Plan (ABCA-Lic.FP.3)

INSTRUCTIONS

All questions and/or descriptions must be answered. The application must be signed and notarized. If any question/description cannot be completed in the available space on the application, please submit additional pages as needed. Be sure to indicate on the additional pages which question applicant is answering (print Entity and DBA Name on the additional pages).

Applications must be completed correctly and all necessary paperwork included when mailed to the ABCA. Failure to do so will result in the application being delayed and/or returned to the applicant for the necessary corrections.

Applicant must indicate whether Beer and/or Wine will be sold at the event. (See box at the top right on the first page of the application form - ABCA-192SF&F)

Applicant is required to notify, in writing, all distributors in the area where the fair, festival, or special event will occur in order that all distributors are provided the opportunity to participate. A list of all licensed distributors is provided with the application packet.

LICENSE FEES - License fees must be paid by Certified Check, Cashier's Check, or Money Order. Personal checks, business checks, or cash will not be accepted. Make checks payable to the West Virginia ABCA.

LIVE SCAN FINGERPRINTING – All applicants must complete a Live Scan Fingerprint in order to obtain a valid license. L-1 Identity Solutions/Morpho Trust will provide fingerprinting services for all WVABCA license applications. Appointments are preferred and may be made by calling L-1 at 855-766-7746 or online at L1enrollment.com. The charge for the fingerprinting and background check is \$45.35. The WVABCA does not pay this fee. Applicants will be required to pay this fee directly to L-1 Identity Solutions/Morpho Trust. When completing the application, please have the fingerprint result report forwarded to: WVABCA, Attention: Licensing Division, 900 Pennsylvania Avenue, 4th Floor, Charleston, WV 25302. Fingerprint result reports MUST be sent to the WVABCA directly from L-1. NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.

BONDS – Applicants must have a \$1,000.00 Nonintoxicating Beer Bond completed on the form provided by the ABCA.

HEALTH PERMIT – Applicants must provide a copy of a valid Health Permit issued in applicant's name. (If Association, Limited Liability Company or Corporation, the health permit must be issued in the business entity name.)

LOCATION – The applicant must provide a map/drawing/floor plan of the area in which alcoholic beverages are to be served at the fair or festival.

SPONSORSHIP – The fair or festival must be sponsored or endorsed by the governing body of either the municipality or of the county wherein the fair or festival is to be conducted. The applicant must provide a letter from the aforementioned stating the dates the event has been approved to be held.

INSTRUCTIONS FOR SIGNING:

- a. If an individual, by the owner
- b. If a partnership, by each member of the partnership
- c. If an association, by each member of the governing board
- d. If a corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed)
- e. If a limited liability company, by all members
- f. Manager(s) must sign

ALL AREAS WHERE ALCOHOLIC BEVERAGES WILL BE SOLD MUST BE LICENSED.

MAIL COMPLETED APPLICATION, FEES, AND REQUIRED ACCOMPANYING FORMS TO:

West Virginia Alcohol Beverage Control Administration
ATTN: Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE PLEASE CALL THE ADMINISTRATION AT 1-800-642-8208 OR (304) 356-5500 AND ASK FOR THE LICENSING DIVISION.

CHECKLIST OF FORMS/PAPERS TO RETURN TO THE WVABCA, LICENSING DIVISION:

- ☐ Application Form
- ☐ Waiver
- ☐ License fee(s)
- ☐ Nonintoxicating Beer Bond, if Applicable
- ☐ Copy of Health Permit
- ☐ Map/Drawing/Floor Plan of the Area to be Licensed
- ☐ Municipality or County Letter of Sponsorship or Endorsement

WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION

APPLICATION FOR SPECIAL EVENTS
FAIR AND FESTIVAL LICENSE
 Consumption "On Premise"
CLASS A

SPECIAL EVENTS

☐ BEER.....\$250
☐ WINE.....\$250

County: _____ Tax ID#: _____

1. Name of Event: _____

2. Name of Applicant(s): _____

3. Applicant's Mailing Address:

 (Street/Route) (City) (State) (Zip Code)

4. Applicant's Telephone Number:(____) _____ Fax:(____) _____ Other:(____) _____

5. Email address: _____

6. Description of the location of the event (street, reference landmark, etc.): _____

7. Dates of event (month /day/year) Start: _____ End: _____

(Event cannot exceed ten (10) days)

Operation days and times must be listed below (if all times are the same as the first day write same on following lines)

8. Supply the Following Information About Owner(s) and/or Officer(s) and Manager(s):

US Citizen*

Title	Name	Residence Address	% ownership	Yrs. Resident of WV	Y / N
	/ / Date of Birth	- - Social Security #	() Telephone Number		

Title	Name	Residence Address	% ownership	Yrs. Resident of WV	Y / N
	/ / Date of Birth	- - Social Security #	() Telephone Number		

Title	Name	Residence Address	% ownership	Yrs. Resident of WV	Y / N
	/ / Date of Birth	- - Social Security #	() Telephone Number		

Title	Name	Residence Address	% ownership	Yrs. Resident of WV	Y / N
	/ / Date of Birth	- - Social Security #	() Telephone Number		

Title	Name	Residence Address	% ownership	Yrs. Resident of WV	Y / N
	/ / Date of Birth	- - Social Security #	() Telephone Number		

*IF A NATURALIZED US CITIZEN, PLEASE ATTACH A WRITTEN EXPLANATION OF WHEN AND WHERE NATURALIZED.

9. CRIMINAL HISTORY-THE FOLLOWING IS A RECORD OF **ALL CONVICTED ARRESTS** OF THE OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS AND/OR MANAGERS. ALL APPLICANTS WILL BE CHECKED THROUGH THE SECURITY DIVISION AT THE WV LOTTERY. ATTACH ADDITIONAL PAGES IF NECESSARY. **IF THERE HAVE BEEN NO ARRESTS INSERT THE WORD "NONE"**.

NAME	DATE OF ARREST	CHARGE	DISPOSITION OF ARREST	LOCATION OF COURT (COUNTY & STATE)

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of West Virginia Code §§ Chapter 11, Article 16 et seq., and Chapter 60, Articles 1 through 8 et seq., and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Alcohol Beverage Control Administration. I or we certify under penalty of law and disqualification of licensure that all statements are true and complete. I or we release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information.

The undersigned hereby verify that we are all officers and all members of the board of directors on the application and that the statements and answers made in the foregoing application are true and the said writing is the act and deed of said Corporation, Limited Liability Company, Association, Individual, Partnership, Limited Partnership. **PRESIDENT, INDIVIDUAL, OR CONTROLLING MEMBER(S) SIGNATURES MUST BE NOTARIZED! MUST MATCH OFFICERS LISTED WITH THE SECRETARY OF STATE. MANAGERS MUST ALSO SIGN.**

PRINT CLEARLY/WRITTEN SIGNATURES REQUIRED

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

State of West Virginia, _____ County, To-Wit:

_____, Being first duly sworn

according to law, deposes and says that he/she is _____ of the

President, Individual, or controlling Member(s)

_____, authorized by law to do business in the State of West Virginia, and that the
Business Entity

statements and answers made in the foregoing application are true and acknowledged the said writing to be the act and deed of said corporation.

(Applicant Signature) _____

STATE OF WEST VIRGINIA,
COUNTY OF _____, to wit:

Sworn to before me and subscribed in my presence this _____ day of _____, _____.

NOTARY PUBLIC

My Commission Expires _____



SEAL OF NOTARY

Applicant/Entity Name: _____

Doing Business As (DBA) Name: _____

WEST VIRGINIA
ALCOHOL BEVERAGE CONTROL ADMINISTRATION

RELEASE OF INFORMATION AND WAIVER OF
CONFIDENTIALITY OF RECORDS

I or we, having made application with the West Virginia Alcohol Beverage Control Administration for issuance of a license to sell alcoholic beverages within the State of West Virginia, hereby waive the benefit of any municipal, county, state, or federal statute, rule, ordinance, regulation or other law prescribing the confidentiality of any records or documents, whether formal or informal, pending or closed, maintained by any public or private agency or organization as those records or documents pertain to residency, business location, business activities, education and/or training, employment, criminal history, civil litigation, or law enforcement investigation.

I or we, hereby authorize and request every public or private agency, organization, or person maintaining such records to furnish to the West Virginia Alcohol Beverage Control Administration, or their agents or representatives, any information contained therein and to permit them to inspect and make copies of such records and documents.

I or we, hereby authorize the West Virginia Alcohol Beverage Control Administration to disclose any information pertaining to the licensure to any municipal, county, state, federal or private agency or organization that has any interest in the licensing of said applicant.

I or we, hereby release the West Virginia Alcohol Beverage Control Administration, their agents and representatives, and any agency, organization, or person furnishing information from all liability arising out of any investigation concerning the applicant. I or we further agree that a copy of this Release and Waiver shall function as an original.

I or we acknowledge that by affixing a signature(s) below gives this document full force, and upon this date all aforementioned information may be received and shared as prescribed.

Name: Must include owner's, officer's, member's and manager's printed and written signature(s).	Title	Date

For Fiscal Year _____ to _____

Surety Bond #: _____

NONINTOXICATING BEER BOND**THIS BOND MAY BE USED BY AN INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION**

KNOW ALL MEN BY THESE PRESENTS:

That (I) (we), _____ being _____ / _____
If individual or partnership insert name of people Insert one above (County)
Corporation or association insert name of corporation or association An Individual, Partnership, Corporation, or Association

doing business under the name of _____ / _____
(Mailing Address) (City)

West Virginia, as principal, and _____ a corporation authorized
(Name of corporate surety)

to do business in the State of West Virginia, as surety, are held and firmly bound unto the STATE OF WEST VIRGINIA in the full and just sum of One Thousand Dollars (\$1,000.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that whereas the above bound principal is about to obtain a license in pursuance of the provisions of: Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, a CLASS A RETAIL DEALER'S LICENSE to sell nonintoxicating beer on the premises described in the application for such license.

NOW, THEREFORE, if the said principal shall faithfully observe the laws of the State of West Virginia, and regulations promulgated thereunder by the Commissioner, with respect to the distribution, sale and dispensing of nonintoxicating beer, then this obligation to be void; otherwise to remain in full force and effect, and if the license of said principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and said amount when received by the State shall be credited to the state fund, general revenue.

This bond is executed in pursuance of the provisions of said Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, and the pertinent provisions of said articles and regulations are hereby made a part of this bond.

INDIVIDUAL OR PARTNERSHIP APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the said principal(s) (has) (have) hereunto set (his) (their) hand and seal(s), and the said surety has caused its corporate name to be signed hereto and its corporate seal to be hereunto affixed by its official or agent there unto duly authorized, and this bond is to be effective from the _____ day of _____, _____, to the 30th day of June, _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____,

(All Partners Must Sign As Principal)

Surety: _____ Principal: _____ (Seal)

Address: _____ (Seal)

_____ (Seal)

By: _____ Title _____ (Seal)

(SURETY CORPORATE SEAL)

CORPORATE OR ASSOCIATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the (said corporate principal) (said association principal) and the said surety have caused their respective names to be signed hereto and their respective seals to be hereunto affixed by their respective officials or agents thereunto authorized, and this bond is to be effective from the _____ day of _____, _____, to the 30th day of June _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____,

Surety: _____

Address: _____

By: _____ (Seal)

Its: _____ (Title)

(SURETY CORPORATE SEAL)

INSTRUCTIONS FOR SIGNING

If Association or Fraternal Club has two owners, all must sign bond as Association

principals. If ownership involves more than two persons, one officer or (owner) can be

empowered to sign on behalf of Association. **Corporation** must be signed by President

or Vice-President. If any other officer signs, attach corporate resolution or Power of Attorney

permitting him to bind corporation.

Association _____ (Seal)

_____ (Seal)

_____ (Seal)

Principals: _____ (Seal)

Corporate Name: _____

By: _____ (Seal)

Its: _____ Title

Resident Agent: _____

Address: _____

Phone No: _____

Note: No. 1 -To be completed by Notary Public for an Individual or Partnership.
No. 2 -To be completed by Notary Public for a Corporation or an Association.
No. 3 -To be completed by Notary Public for Bonding Company Signature.

Power of Attorney should be attached and dated, notarized same day as issuance of bond.

NO. 1 - INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I, _____, a Notary Public in and for the county and state aforesaid, do hereby certify that
_____, whose name(s) (is) (are) signed to the writing above or hereto annexed, bearing date on the
_____ day of _____, _____, (has) (have) this day acknowledged the same before me in my said county.

Given under my hand this _____ day of _____, _____.

My Commission expires on the _____ day of _____, _____.

Notary Public

NO. 2- CORPORATION OR ASSOCIATION ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I, _____, a Notary Public in and for the county and state aforesaid, do hereby certify that
_____, who signed the writing above, or hereto annexed, for _____, (a corporation)
(an association), bearing date on the _____ day of _____, _____, (has) (have) this day in my said county, before me,
acknowledged the said writing to be the act and deed of said (corporation) (association).

Given under my hand this _____ day of _____, _____.

My commission expires on the _____ day of _____, _____.

Notary Public

NO. 3-BONDING COMPANY - CORPORATE ACKNOWLEDGMENT (For Individual Signing For Surety)

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I, _____, a Notary Public in and for the county and state aforesaid, do hereby certify that
_____, who signed to the writing above, or hereto annexed for _____, a corporation,
bearing date on the _____ day of _____, _____, (has) (have) this day in my said county, before me, acknowledged the said
writing to be the act and deed of said corporation.

Given under my hand this _____ day of _____, _____.

My commission expires on the _____ day of _____, _____.

Notary Public

West Virginia Alcohol Beverage Control Administration

Floor Plan

License period: _____ - _____

Applicant Entity Name: _____

Doing Business As (DBA) Name: _____

County: _____

Floor plan **must** include **all areas under the control or lease of the applicant** where alcohol is to be stored, sold or consumed. All areas under control or lease of the licensee must be licensed.

Submit (1) copy to ABCA.

(Give Dimensions)

Keep (1) copy at licensed premises.

*If there are attached drawings please check: _____ (additional drawings must be signed).

*Complete information on reverse side of form.



**STATE OF WEST VIRGINIA
DEPARTMENT OF REVENUE
ALCOHOL BEVERAGE CONTROL ADMINISTRATION**

EARL RAY TOMBLIN
GOVERNOR

RONALD M. MOATS
COMMISSIONER

CHARLES O. LORENSEN
CABINET SECRETARY

MEMORANDUM

TO: Class "S" Licensee
FROM: West Virginia Alcohol Beverage Control
RE: Notification to Distributors of Special Event (Class S License)

Enclosed is the West Virginia Alcohol Beverage Control Administration Special Event License Application. To help ensure the success of your event, we have attached a list of distributors which have the legal right to supply product in the territory in which your event is taking place. Participation in the event may not be contingent upon sponsorship.

Title 176, Series 1, Section 3.10.1 states in part...

"Any time a Class S license is obtained, the licensee is required to notify in writing all distributors in the area where the fair, festival or special event will occur in order that all distributors are provided the opportunity to participation."

Should you require additional information or further assistance concerning this matter, you may contact the West Virginia Alcohol Beverage Control Administration at 304/356-5500.

West Virginia Nonintoxicating Beer Distributor List

The American Beer Company (Greenbrier County)
HC 71, Box 152-A
Meadow Bluff, WV 24977
(304)392-6311
McDowell, Mercer, Summers, Monroe, Greenbrier, Nicholas

Atomic Distributing (Cabell County)
435 Seventh Ave.
Huntington, WV 25701
(304)523-7866
Cabell, Wayne, Lincoln, Mason, Jackson, Portion of Putnam

Beverage Distributors (Harrison County)
PO Box 866
Clarksburg, WV 26301
(304)624-4261
Webster, Braxton, Gilmer, Lewis, Doddridge, Harrison, Taylor, Portion of Barbour

Blue Ridge Beverage (Monongalia County)
PO Box 864
Morgantown, WV 26507-9864
(304)292-1130
Monongalia, Preston

Carenbauer Distributing Company (Ohio County)
1900 Jacob Street
Wheeling, WV 26003
(304)232-3000
Ohio and Portion of Marshall

Capitol Beverage Company (Kanawha County)
60 Pilsner Place
Charleston, WV 25312
(304)720-1425
Kanawha, Clay, Fayette, Raleigh, Nicholas, Greenbrier, Summers, Monroe, Putnam, Mason, Jackson, Roane, Calhoun, Wirt, Wood, Ritchie, Pleasants, Tyler, Wetzel, Portions of Marshall, Boone, Braxton, Webster, Logan & Mingo

Eagle Distributing (Cabell County)
PO Box 7666
Huntington, WV 25778
(304)522-7371
Cabell, Wayne, Lincoln

Elkins Distributing Company (Randolph County)
P.O. B550
Elkins, WV 26241
(304)636-3643
Randolph, Pocahontas, Upshur, Tucker, Portion of Barbour

JC Distributing (Randolph County)
501 Wilson Lane, Suite 2
Elkins, WV 26241
(304)637-6600
Barbour, Grant, Hardy, Hampshire, Mineral, Pendleton, Pocahontas, Randolph, Tucker, Upshur and Webster

J.C. Mensore (Wetzel County)
134 North Bridge Street
New Martinsville, WV 26155
(304)455-1890
Tyler, Wetzel, Portion of Marshall

Jefferson Distributing (Berkeley County)
PO Box 1185
Martinsburg, WV 25402
(304)263-3841
Morgan, Berkeley, Jefferson

Jo's Globe (Monongalia County)
1151 Greenbag Road
Morgantown, WV 26508
(304)292-3161
Monongalia, Marion, Preston, Harrison, Taylor

Martin Distributing (Berkeley County)
528 W. Race St.
Martinsburg, WV 25402
(304)263-3841
Morgan, Berkeley, Jefferson

McCann Distributing (Ohio County)
42nd & Jacob Street
Wheeling, WV 26003
(304)232-3000
Ohio & Portion of Marshall

Mercer Wholesale (Mercer County)
PO Box 1237
Bluefield, WV 24701
(304)327-7265
McDowell, Wyoming, Mercer

Mingo Bottling Company (Mingo County)
PO Box 1057
Williamson, WV 25661
(304)235-1450
Logan, Mingo, Portion of Wayne

Mona Supply (Monongalia County)
PO Box 70
Dellslow, WV 26531
(304)296-5611
Monongalia

Mountain Eagle – Two Locations (Raleigh County & Putnam County)
559 Industrial Park Road
Beaver, WV 25813
(304)253-8886
Raleigh, Wyoming, Fayette

North Central – Three Locations (Harrison County, Kanawha County, Greenbrier County)
PO Box 2328
Clarksburg, WV 26301
(304)842-6231
All 55 Counties in WV

Northern Eagle (Hampshire County)
HC 64, Box 132
Romney, WV 26757
(304)822-5139
Mineral, Hampshire, Grant, Hardy, Pendleton

Preston Silver Eagle (Preston County)
PO Box 545
Kingwood, WV 26537
(304)329-1355
Preston, Tucker

Proud Eagle – Two Locations (Kanawha County & Wood County)
One Childress Place
South Charleston, WV 25309
(304)744-4242
*Kanawha, Clay, Putnam, Mason, Jackson, Roane, Calhoun, Wirt, Wood, Ritchie, Pleasants and
Portions of Boone, Fayette, Nicholas and Lincoln*

Ralph's Beer (Monongalia County)
Box 1047
Morgantown, WV 26505
(304)296-4871
Monongalia, Marion

Reid's Distributor (Berkeley County)
1952 Kelly Island Road
Martinsburg, WV 25401
(304)263-5715
Morgan, Berkeley, Jefferson

Ridgeley Distributors (Mineral County)
Rt. 2, Box 529-A
Ridgeley, WV 26753
(304)726-8444
Mineral, Hampshire, Grant, Hardy, Pendleton

State Distributing (Harrison County)

PO Box 350

Clarksburg, WV 26301

(304)624-5231

Marion, Harrison, Taylor, Doddridge, Lewis, Gilmer, Upshur, Portions of Barbour, Braxton & Webster

Steel City Distributors (Hancock County)

202 Greenlawn Boulevard

Weirton, WV 26062

(304)797-1139

Hancock & Brooke

Tygart Valley Distributors (Randolph County)

895 Industrial Park Road

Elkins, WV 26241

(304)636-1330

Pocahontas, Randolph, Tucker and Portion of Barbour

Valley Distributing of Fairmont (Marion County)

PO Box 97

Fairmont, WV 26555-0097

(304)366-1880

Marion

Waldorf Distributing Company (Brooke County)

PO Box 40

Beech Bottom, WV 26030

(304)394-5370

Brooke, Hancock

Wine & Beverage (Hancock County)

PO Box 2188

Weirton, WV 26062

(304)723-1720

Hancock, Brooke, Ohio, Portion of Marshall